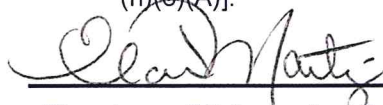


MCCOY ELEMENTARY Title I, Part A Parental Involvement Plan

I, Elaine Martinez, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].



Signature of Principal or Designee

10/14/2016

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: In an effort to uphold the goals of Orange County Public Schools, Michael McCoy Elementary will build capacity for parental involvement and sustained community engagement. It is our belief that a strong home-school relationship will have a positive impact on student achievement.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

Michael McCoy Elementary is committed to notifying parents of ongoing opportunities and working in collaboration, to plan and review Title I school-wide programs. Each year, our Title I contact hosts an Annual Title I Meeting to provide information about what it means to be a Title I school. During this meeting, parents are encouraged to take part in PTA, SAC and PLC as forums to voice their ideas. At this time, parents and community members can sign-up to become board members of the SAC and Title I Committee. Administration and our Title I designee work closely with the Title I Committee and the SAC to build capacity for parental involvement. This cohort provides meeting notifications, agendas, minutes and more importantly; encourages ongoing, sustained engagement. Communication is frequent, through parent newsletters, flyers and agendas; and is in both English and Spanish. Parents are also informed of opportunities through the school website, marquee and Connect Orange. The website and marquee are updated regularly, with timely information. Parent input is also gathered and analyzed through the school effectiveness survey as well as surveys at regularly scheduled meetings and events. Parents may also provide feedback to the Title I contact via e-mail or student agenda. All survey results and suggestions are discussed among the Title I committee, in an effort to better our school. Parental Involvement opportunities and documentation are maintained in the Parental Involvement Notebook, which is available in the main office for parents to view throughout the school year.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Title I	The district's Title I department provides technical assistance to our Title I school contact, to ensure compliance and encourage best practices in parental involvement. Meetings are held throughout the school year, which our school contact and other staff members attend. Information provided is then brought back to the school and disseminated to the staff.
2	Title II	Since at least 10% of our Title I funding is used for staff development, we do not use Title II funds. We give our allocation to our neighboring schools who do not receive staff development funds from Title I or the school district.
3	Title III	Title III funding is provided through the district for English Language Learners as well as the education of immigrant students.
4	Supplemental Academic Instruction (SAI)	SAI funds provide after school tutoring services for our Level 1 and 2 students in 4th and 5th grades and previously retained 3rd graders. In addition, SAI funds are used to provide tutorial support to students during the school day.
5	Title X- Homeless	The district homeless liaison works with the Guidance Counselor and Title I Parent Resource Teacher at the school level to ensure the needs are met for our homeless population.
6	IDEA	IDEA funds are used to support children with disabilities through resource teachers, additional materials and training for teachers and paraprofessionals.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I compliance teacher attends staff development opportunities provided by the district.	Title I Contact, Administration	September 2016	Participant Feedback, Agendas, Meeting Notes
2	Administration advertises the meeting (school newsletter, marquee, website and Connect School).	Title I Contact, Administration	September 2016	Sign-in sheet, Parental Involvement Surveys, Participant Feedback, Agendas, Meeting Minutes
3	Title I teacher organizes and facilitates the meeting, using handouts and a PowerPoint presentation.	Title I Contact, Administration	September 2016	Sign-in sheet, Parental Involvement Surveys, Participant Feedback, Agendas, Meeting Minutes Pre & Post meeting assessment
4	Information is presented in a language that parents can understand.	Title I Contact, Administration	September 2016	Sign-in sheet, Parental Involvement Surveys, Participant Feedback, Agendas, Meeting Minutes
5	Title I contact maintains compliance documentation and data collected during the meeting.	Title I Contact, Administration	September 2016-May 2017	Sign-in sheet, Parental Involvement Surveys, Participant Feedback, Agendas, Meeting Minutes

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: Administration has reviewed Advanced Ed surveys. Data collected from surveys will be discussed during the first PTA, SAC, and PLC meetings in September 2016 and at this year's Annual Title 1 meeting. During that time participants will discuss meeting days and times in an open forum. In addition, Conference Nights will remain flexible events where parents and teachers make arrangements to meet for conferences throughout the week if the nights assigned is not conducive to the parent's schedule. On the assigned parent conference night, parents may attend during extended hours from 2:30 - 7:00 p.m. Additional conference days/times have been provided during the school day in September. Whenever possible, meetings will be done in the morning and evening time.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet Your Teacher: Introductions & expectations.	Administration, School Staff	Activities are designed to build a strong partnership between home, school and community. The goal is to build capacity for parent involvement.	August 2016	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data
2	Open House: curriculum & assessment.	Administration, School Staff	Activities are designed to build a strong partnership between home, school and community. Our goal is to build capacity for parental involvement.	September 2016	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data
3	Annual Meeting: components & requirements. Review PIP, SIP, ATS, compact and surveys.	Title I Compliance Teacher, Administration	Activities are designed to build a strong relationship between home and school, and community	September 2016	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data
4	Parent Conferences for Lowest 30% with take home activities provided Academic Meetings: Academic & behavior progress. Goals & planning for success	Teachers, Leadership Team	Activities are designed to build a strong partnership between home, school and community. Our goal is to build capacity for parental involvement.	September 2016, January 2017	Sign-in sheets, Education Rx, Meeting Notes, School Effectiveness Surveys
5	PTA, SAC, PLC Meetings: state of the school, parent involvement, SIP, PIP, funding, fundraisers, etc.	Administration, Board Members	Activities are designed to build a strong partnership between home, school and community. Our goal is to build capacity for parental involvement.	Monthly	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data
6	Conference Night, Academic Meetings: Academic & behavior progress. Goals & planning for success.	Administration, School Staff	Activities are designed to build a strong partnership between home, school and community. Our goal is to build capacity for parental involvement.	October 2016, January 2017	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data

7	Literacy/Math Night curriculum and engagement	Literacy Committee/Reading	Activities are designed to build a strong relationship between home and school, and community	November 2016	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data
8	Science Night: curriculum and engagement	Science Coach/Committee	Activities are designed to build a strong partnership between home, school and community. Our goal is to build capacity for parental involvement.	February 2017	Sign-in sheets, Participant Feedback, School Effectiveness Surveys, Assessment Data

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	The Importance of parental Involvement Training--PI Module 1	Title I Contact	Data shows that better communication between home and school improves student academic achievement levels and behavior.	November 2016	Exit Slips
2	Building Ties Between Home and School Training-- PI Module 2	Title I Contact	Providing teachers with the tools and understanding to communication with parents more effectively, improves student achievement.	January 2017	Exit Slips
3	Implementation and Coordination of parental Involvement Programs Training-- PI Module 3	Title 1 Contact	Increased parent participation in school events	March 2017	Exit Slips
4	Communicating and Working with Parents Training--PI Module 4	Title 1 Contact	Improved communication and teamwork between parents and teachers	May 2017	Exit Slips

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

The Title I Contact will attend technical assistance trainings provided by the district. He/she will then disseminate information in an effort to build capacity.

The ADDitions Coordinator and PIE Coordinator will attend trainings offered through Community Resources. They will use the volunteer management system to commun

icate with parents, to notify them of upcoming events and capacity building opportunities. The Media Center houses videotapes and books that are available for check out to our parents.

Several activities have been scheduled this year to build stronger bonds between the school and our parents as well as increase parental involvement in their child's education. These include:

Providing computer mini trainings for parents in conjunction with scheduled parent conference nights to familiarize them with the web-based computer programs available for use at home. Also, will be sharing website information with parents regarding the Florida Standards Assessment. November 2016 and January 2017.

Parent access to computers in main office for registration, Additions Volunteers, Chaperones. We also have other print materials available to assist parents with helping their children at home.

*Cookies with Santa in December, with the participation of one of our Partners In Ed, to further strengthen the school/home connection.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: Michael McCoy Elementary is committed to informing parents of opportunities at the school and in the community in a timely manner. Initial dissemination of information is 1-2 weeks prior to planned events. Reminders are distributed the week of an event. Notices are sent home both in English and Spanish. The school informs parents of curriculum, academic assessments, meetings and Title I programs during our Annual Title I Meeting. Additional opportunities to discuss curriculum, assessment, student progress and proficiency include: Open House, Conference Nights, IEP Meetings, Student Agenda , Progress Book, Literacy/Math Night, Science Night, PTA, SAC & PLC Meetings and other teacher meetings. Parent newsletters are sent home via backpack with progress reports and report cards each 9 weeks. These newsletters include dates for upcoming events and meetings. Administration further advertises all events in multiple formats including flyers, marquee, school website and Connect Orange

messages. Documentation of parent notification is maintained in the Title I contact's office.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: Connect Orange, parent newsletters, flyers and other information that is sent home is provided in both English and Spanish. Assistive technology for translation is also available for events as needed. Staff members volunteer to translate and provide additional assistance to those parents who have limited hearing, vision and/or reading capabilities. Events almost always take place on the first floor. The school is equipped with a working elevator, if needed. Parents are informed of upcoming events via the parent newsletter in both Spanish and English, through our school website, the school marquee, and Connect Orange messages in both languages.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Literacy Night/Parent Workshops	School Staff	Positively Impact Student Achievement	November 2016
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Allowing flexible times to meet with parents	School Staff	Increased parental involvement in academic development of students	September 2016-ongoing

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

Uploaded Document

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

Uploaded Document

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	519	increased parent involvement
2	SAC/PLC	7	11	increased parent Increased parent support, knowledge and involvement support, knowledge and involvement
3	Open House	1	301	Increased parent support, knowledge and involvement
4	Parent Conference Night	1	455	Increased parent support, knowledge and involvement
5	Title I Annual Meeting	1	6	Increased parent support, knowledge and involvement
6	Game Night	1	188	Increased parent support and involvement
7	Green Apple Day of Service	1	57	Increased parent support, knowledge and involvement
8	Cookies with Santa and Holiday Concert	1	102	Increased parent support, knowledge and involvement
9	4th Grade Evening Performance	1	56	Increased parent support, knowledge and involvement
10	PTA Meetings	8	56	Increased parent support, knowledge and involvement
11	PTA Talent Show and Dinner	1	172	Increased parent support, knowledge and involvement
12	Awards Ceremonies	4	700	Increased parent support, knowledge and involvement
13	College and Career Night	1	170	Increased parent support, knowledge and involvement

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The Importance of Parental Involvement PI Module 1	1	48	increased performance and learning gains
2	Building Ties Between Home and School Module 2	1	48	increased performance and learning gains
3	Implementation and Coordination of Parental Involvement Programs Training Module 3	1	48	increased performance and learning gains
4	Communicating and Working with parents Training Module 4	1	48	increased performance and learning gains

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited parent participation at academic nights (F/R Lunch)	Increase notifications length of time prior to activity. Vary days of the week. Experiment with different even times.
2	Language Barrier – Limited English Proficiency	Offer translations of all materials and presentations.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Increasing Parent Participation	PTA Talent Show and Dinner. Parents paid in advance for dinner and attended show following the dinner. Multiple members of each participant's family attended. Parents who chose not to have dinner at school arrived later to enjoy the show.